

# ***QUALIFICATIONS AND RESPONSIBILITIES FOR SOLUTIONS TEAM MEMBERSHIP***

## **Required/Preferred Qualifications**

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| <i>Required</i>  | • Demonstrated expertise in <b>one or more</b> of the following areas: <ul style="list-style-type: none"><li>❑ Master teaching</li><li>❑ Standards-based curriculum and assessment development and implementation</li><li>❑ Fiscal analysis and management in an educational setting</li></ul> |
| <i>Required</i>  | • No conflict of interest with the school(s) being served  |
| <i>Preferred</i> | • Demonstrated expertise in professional development   |
| <i>Preferred</i> | • Master's degree in education-related field   |
| <i>Preferred</i> | • Leadership experience in a role that requires understanding of effective teaching practices, school administration, and improvement planning   |
| <i>Preferred</i> | • School and/or program evaluation experience  |
| <i>Preferred</i> | • Experience analyzing student performance data  |
| <i>Preferred</i> | • Current knowledge of AZ Learns and No Child Left Behind  |

## **Required Skills and Competencies**

- Objectivity
- Discretion
- Analytical skills
- Flexibility
- Ability to integrate information from interviews, documentation and observation
- Ability to evaluate and make judgments based on evidence
- Interpersonal skills to work on a team and within a school
- Ability to express ideas and communicate information clearly, both orally and in writing
- Ability to listen well

### **General Responsibilities of All Team Members**

Individuals selected will be assigned to three-member teams whose members possess a broad range of education-related experience and expertise. Training provided by ADE coupled with each individual's background will prepare team members to meet the expectations for the Solutions Team process. Members are expected to:

1. Understand and be committed to the purpose of the Solutions Team Process;
2. Review and analyze student performance data, staffing and leadership information, and other written materials provided on each school to sharpen the focus of the team's on-site review;
3. Track and utilize evidence gathered on-site through data and document analysis, observations, and interviews to answer the three Guiding Questions that frame the review;
4. Contribute to team discussions;
5. Help develop the content of the Statement of Findings;
6. Review the team's written report for accuracy and to ensure findings reflect team deliberations.

### **Specific Responsibilities of the Team Leader**

In addition to the general responsibilities cited for team members, leaders are expected to:

1. Collaborate with ADE on all matters relating to the school visit;
2. Visit the school prior to the scheduled visit to coordinate all logistical arrangements required in the three-day schedule;
3. Provide support and guidance to team members on all issues relating to the Solutions Team process and actual visit;
4. Coordinate the team visit by ensuring that a serious, systematic inquiry of the school capacity for sustained improvement is effectively carried out;
5. Facilitate the team as it examines and verifies the self-assessment results of the *Standards & Rubrics for School Improvement* and prepares the Statement of Findings;
6. Take the lead in delivering the exit report to the school staff at the end of the visit;
7. Provide appropriate follow up to the school after the visit as directed by ADE.